



Electronic Records Retention and Destruction Project

Commission on Technology Update

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Project Scope

- Implement processes to delete **electronic data** that has met its retention period (ACJA 3-402 and ACJA 4-302)
 - Includes records from AZTEC and AJACS
 - Includes records within Data Warehouse
 - Includes records within Public Access
 - Paper records should be destroyed along with electronic records
- Track destruction plans for all non-supported courts



Destruction Plans

- All non-supported courts have submitted their destruction plans. This includes courts that requested extensions with COT
 - Maricopa County Clerk's Office
 - Pima Superior Court
 - Mesa Municipal Court
- All courts have indicated they have implemented their plans with the exception of Pima Superior court
 - Pima's concern appears to be related to the integration of documents within Agave and JOLTSaz
 - Secondary concern raised appears to be related to law enforcement non-compliance with destruction orders



AZTEC- Phased Approach

■ AZTEC Courts

- Data must be deleted by AOC staff after the review of reports that contain records that have met their retention schedule
- Includes deletion within public access and data warehouse
- Phase One is limited jurisdiction courts that have converted to AJACS
- Phase Two is limited jurisdiction courts that are currently still on AZTEC
- Phase Three is general jurisdiction date that is still contained within the AZTEC databases



AJACS Deletion Process

- Separate purge queues created to allow deletion of records within public access and the data warehouse
- Automatically inserts cases once they have reached their retention period
- Courts can review purge list prior to deletion to remove any historically significant cases
 - Purge lists can also be saved or printed
- Cases will be automatically deleted on a pre-defined date each month
- Once a case has been deleted, it is not subject to restoration
- Apache Junction Municipal Court is currently in pilot phase
- Queue is currently only available in the LJ AJACS application



Retention Schedule Exceptions

- To allow for the counting and verification of Judicial Productivity Credits (JPC), a request to temporarily modify the following case types will be made:
 - Justice of the Peace Criminal Felony matters – 6 months to 3 years
 - Protective Orders denied – 1 year to 3 years



Issues Identified

- Complexity of process
- Court's reluctance to delete records
- Need for modification of LJ Retention schedule to maintain ability to conduct review of JP productivity credits
- Pima Superior Court request to exempt juvenile records pending further research



Project Schedule

- Complete Phase One by end of 2017
- Complete Phase Two by June 2018
- Begin Phase Three process to delete data in AZTEC for all AOC supported general jurisdiction courts
- Development and release of GJ AJACS purge queue pending



Questions?

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